

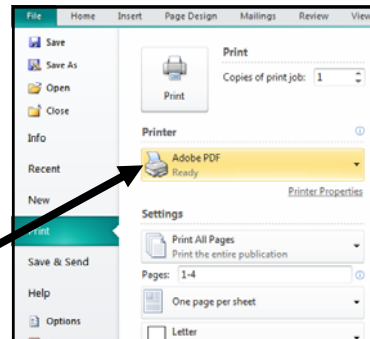
# Converting a Document to a PDF File

Easily convert **Word, Excel, PowerPoint** and other documents to PDF files to post on the web with **Adobe Acrobat Standard** or **Adobe Acrobat Professional**.

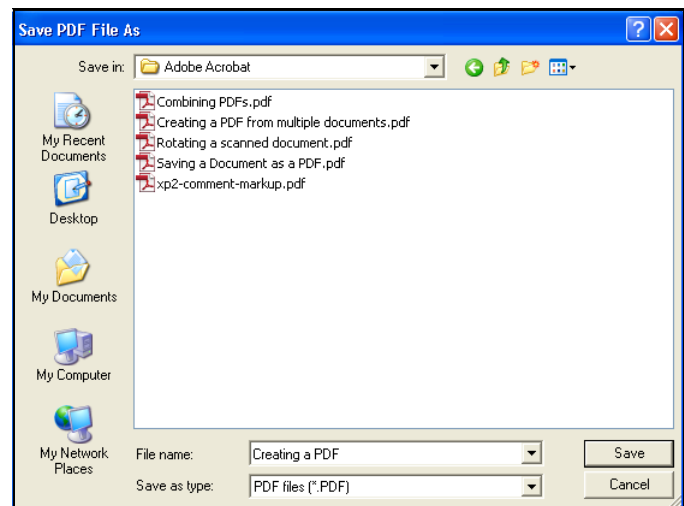
It is recommended to convert documents to PDF when posting on the web. Not only will it compress your file, but it can be read with **Adobe Reader**.

## Converting a Document:

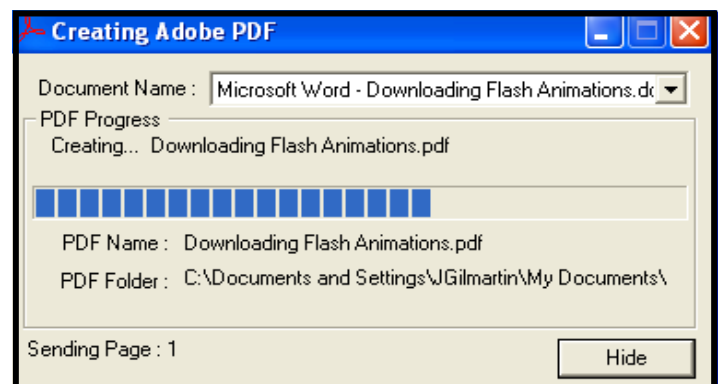
- Open the document in the program it was created. (Word, Excel, etc.)
- Go to **File** and select **Print**.
- From the **Printer** drop-down menu select **Adobe PDF**.
- Click **OK**.



- You will then be prompted to save the file as a PDF. The file can be saved in the same folder as the original file with the same name since it is a different file type (.pdf).
- Click **Save**.



- The file will be created.



- The PDF will open when finished.

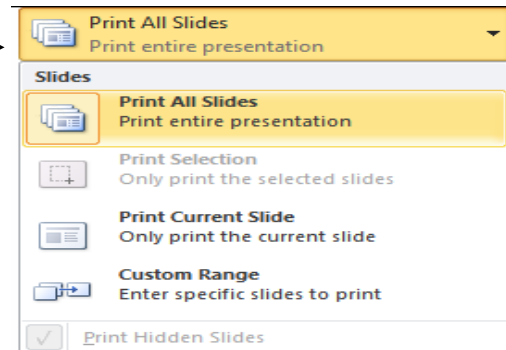
## Converting a PowerPoint Presentation to a PDF File

- Open the PowerPoint Presentation. Go to **File** and select **Print**.
- From the **Printer** drop-down menu select **Adobe PDF**.

### From Settings Make Selections:

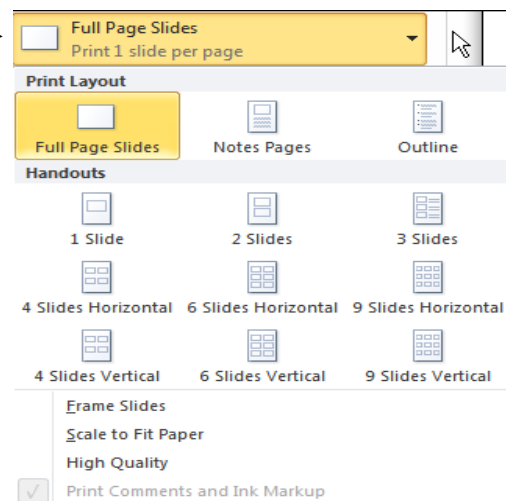
#### Print Slides:

- All
- Current Slide
- Custom Range

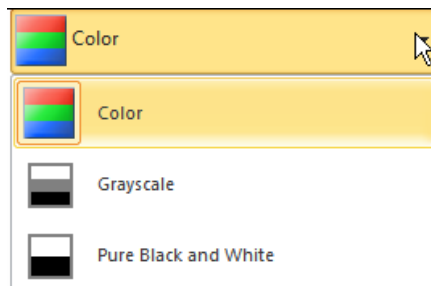


#### Print Layout-

What do you want to print?  
Full Page Slides, Handouts, etc.



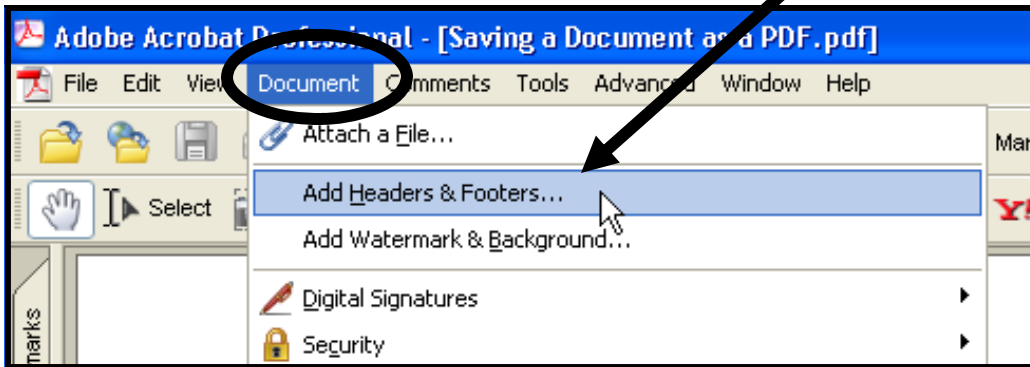
#### Color



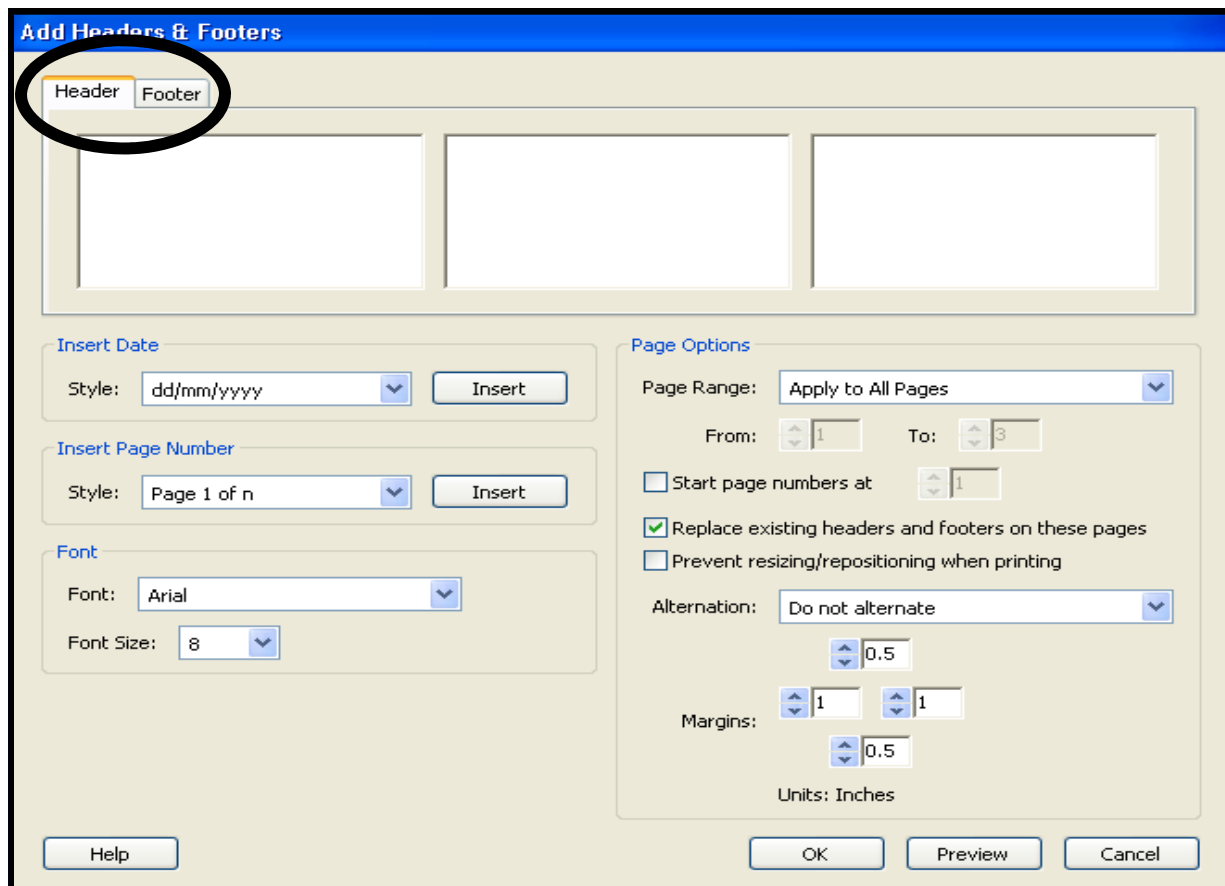
- You will then be prompted to save the file. It can be saved in the same location as the original with the same name since it's a different file type.
- Click **Save**.
- The file will be created.
- The PDF will open when finished.

## Adding Headers and/or Footers to a PDF File

- Open the PDF file with Adobe Acrobat Standard or Adobe Acrobat Professional.
- From the **Document** menu, select **Add Headers & Footers...**



- The **Add Headers & Footers** window will open.
- Select the Header or Footer tab to enter information.



## Working with Headers & Footers

The screenshot shows the 'Add Headers & Footers' dialog box. It has a blue title bar and two tabs: 'Header' and 'Footer'. The 'Header' tab is selected. There are three text boxes for header/footer content: 'Type text here', '<<dd/mm/yyyy>>', and '<<Page 1 of n>>'. Below these are sections for 'Insert Date', 'Insert Page Number', and 'Font'. The 'Page Options' section includes 'Page Range' (Apply to All Pages), 'From' (1) and 'To' (3) page numbers, checkboxes for 'Start page numbers at 1', 'Replace existing headers and footers on these pages', and 'Prevent resizing/repositioning when printing'. There is also an 'Alternation' dropdown set to 'Do not alternate', a '0.5' value field, and 'Margins' (1, 1, 0.5) with 'Units: Inches'. Buttons for 'Help', 'OK', 'Preview', and 'Cancel' are at the bottom.

1. Click the **Header or Footer tab**, and then click in one of the panes to set the position of the header or footer (left, center, or right).
2. Add a **date** or **page number** by choosing an option from the Style menu, and then click Insert. (Be sure to click in the pane where you want the date or page number to appear before you click Insert)
3. Select the **font** and type size you want to use, and then type the text you want for the header or footer directly in the pane. You can have more than one line of text.
4. **Page Options**– select Apply to All Pages, or specify a page range, and then specify the starting page number.
5. Specify additional page options.
6. Set the top, bottom, left and right margins of the page. (Optional)
7. Click **Preview** to preview the changes.
8. Click **OK** to add the new header or footer.
9. **Save** the document with the recent changes.